

Microsoft Office - PowerPoint Intermediate
The School District of Philadelphia
440 N Broad Street
9:00 AM to Noon

Agenda

9:00 AM - 10:30 AM

Formatting Slides With Slide Master

- Changing the Formatting of All Slides with the Slide Master
- Changing the Title Formatting
- Changing Bullets
- Changing the Color of the Title Text Box

Inserting Charts and SmartArt

- Inserting Charts
- Working with SmartArt

Hyperlinks

- Creating Hyperlinks
- Linking to Other Slides or Files

10:30 AM- 10:45 AM - Break

10:45 AM – Noon
Audio and Video

- Working with Audio and Video
- Inserting Sound or Video

Animation

- Animation Effects: Title, Text, Graphic

Adjusting Presentation

- Hidden Slides
- Inserting Slide Numbers, Date, and Footers

Save and Print

- Printing and Saving as a PDF

PowerPoint File Download: File - New From Template - *Training New Employees*

Handout 1: [PowerPoint Quick Reference 2010.pdf](#)

Handout 2: [PowerPoint Quick Reference 2011 Guide.pdf](#)

Other Resources:

- [PowerPoint 2011\(Mac\) Tutorial](#)

- [PowerPoint Presentation Essentials](#)

- [Wikispaces Resources](#)